

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**AIR TECHNICIAN VACANCY ANNOUNCEMENT #04-022A**

**Human Resources Assistant (Military)**  
**80528E00/A FC: 16B100**  
**GS-0203-07/06**  
**\$31,830 - \$41,380 pa**  
**\$28,644 - \$37,237 pa**

**ANNOUNCEMENT DATE:** 9 January 2004  
**CLOSING DATE:** 10 February 2004

**SELECTING OFFICIAL:** Mission Support Group Commander

**APPOINTMENT FEATURES:** Excepted Service  
Enlisted Grade

**POSITION LOCATION:** 144<sup>th</sup> Fighter Wing - Fresno, CA

**APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-07 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-06 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.**

This position is located within an Air National Guard Military Personnel Flight (MPF), Mission support Group at an Air National Guard flying wing. The primary purpose is to assist a higher graded specialist in researching/studying/analyzing and administering all aspects of the assigned function(s).

**1. AREA OF CONSIDERATION: 144<sup>th</sup> Fighter Wing.** Applications will be accepted from current technicians and military members of the 144<sup>th</sup> Fighter Wing, Fresno, CA., only.

**2. CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

**3. MILITARY GRADE AVAILABLE: ENLISTED GRADE E-1 THROUGH E-6. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE E-1 THROUGH E-6 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE**

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**MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.**

**NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.**

### **4. QUALIFICATION REQUIREMENTS:**

a. **Human Resources Assistant (Military), GS-0203-07/06, General:** Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

b. **Human Resources Assistant (Military), GS-0203-07, Specialized:** Must have 12 months specialized experience in extracting numerical or detailed military personnel information from various sources to analyze data for records, reports, or other assignments; experience in preparing written reports, composing letters, and providing a variety of information orally; experience in interpreting and applying military personnel rules/regulations to non procedural cases; and experience which has provided a knowledge of the structure of a military organization.

c. **Human Resources Assistant (Military), GS-0203-06 (Trainee), Specialized:** Must have 9 months specialized experience in researching military personnel rules and regulations to recommend applicable procedures; experience in preparing written reports, composing letters, and providing a variety of information orally; experience in interpreting and applying military personnel rules/regulations to non procedural cases; experience which has provided a knowledge of the structure of a military organization.

**IF SELECTED AS TRAINEE, THE APPOINTEE MAY BE NON-COMPETITIVELY PROMOTED TO GS-07 UPON MEETING FULL QUALIFICATIONS AND RECOMMENDATION OF SUPERVISOR.**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

c. **Substitution of Education for Specialized Experience:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. (i.e., english composition, speech, journalism, or other courses pertinent to skill in written or oral communication).

**TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED**

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**5. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Knowledge of basic rules, regulations and policies which govern performance of the work.
- b. Knowledge of government wide rules, regulations, laws and policies governing the type of transactions being dealt with.
- c. Ability to communicate both orally and in writing.
- d. Skill in gathering information and data to provide technical support in the administration of the human resources systems.

**SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN AFSC 3SOX1.**

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.**

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.**

**SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.**

***\*ALL APPLICATIONS MUST BE SIGNED & DATED\****

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.**

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PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.